

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of January 15, 2020  
Raytheon Room, Wayland Free Public Library, 8:15 a.m.**

Present: Aida. Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond

Absent:

1. Public Comment:

2. S. Hubbell moved to accept the Meeting Minutes of December 18, 2019, J. Dion seconded, minutes were unanimously approved, vote 6:0

3. Monthly Reports:

Circulation statistics were reviewed, Director Raymond noted Wayland patrons checked out an average of 18 books per year. Financial reports were reviewed.

Director's Report: The staff entrance door lock will be replaced with a card swipe entry system on January 20th. Head of Youth Services, Pam McCuen attended a grant workshop for the LSTA grant, Mind in the Making. The application for the \$10,000 grant is due April 7, 2020.

4. Library foundation, discuss possible formation: Director Raymond reported that 25% of Massachusetts libraries have a foundation. Trustees discussed pros and cons, noting pre-formation steps are significant and a leader would need to be identified.

5. Director's performance evaluation draft discussion.

6. Library Trustees requested funding in the 5-year Capital Improvement Plan for Americans with Disabilities Act improvements to the Library. The Facilities Dept submitted a Community Preservation Act (CPA) project application to the Community Preservation Committee (CPC) for funds to improve accessibility of the building. Gretchen Schuler, CPC chair, attended and presented a CPC warrant article for ADA improvements for the Library. The article proposes funding necessary improvements to the lower level side entry door and to the emergency exit door and egress on the north side of the building, as well as funding comprehensive design of interior and exterior ADA improvements. No historic preservation restriction for the use of these funds is stated in the article. The work would be done by the Facilities Dept in compliance with the Secretary of the Interior's Standards for preservation and rehabilitation. The use of Community Preservation Funds requires the approval of the Historic District Commission. An archaeological monitor should be present for any excavation on the north side of the building.

Since no historic preservation restriction will attach with the use of these funds, C. Conery moved to support the Community Preservation Committee Article for CPA funds for ADA improvements for the library building to include a design of comprehensive interior and exterior ADA improvements, improvements to the lower level side entry door and to the emergency exit door on the north side of the building. S. Hubbell seconded, motion unanimously approved, vote 6:0

7. Select Board - Town Manager Act: The final draft has been prepared and will go to Town counsel for review before submission in the warrant for ATM

8. Census 2020 support, discussion: Information about the Census 2020 should appear on the Library webpage. The public access computers are available in the building for patrons to complete the census, and notices about the census as well as a census takers "Help Wanted" flyer are posted in the building.

9. Trustee Reports and Concerns: Reminder to Trustees that all elected officials must file a Year-end Campaign Finance Report due January 20th with the Town Clerk; if no funds were spent, Trustees must sign the appropriate form at Town Clerk's office. The status of requested improvements list was updated, Trustee board meeting dates for 2020 were added to the calendar.

10. Topics not reasonably anticipated by the chair 48 hours in advance of meeting:

11. Adjourn 10:00 a.m.

Documents for this Meeting:

Agenda for Meeting of January 15, 2020

Meeting Minutes of December 18, 2019

WFPL Director's Report of January 15, 2020

Year to date Circulation Statistics December 2019

Year to date MUNIS budget report

Email, L. Hart, 1/9/20 status of requested improvements

Email, S. Raymond, 1/9/20 CPA application Library revised

Email, A. Gennis, 1/9/20 WFPL for CPC discussion

Email, A. Gennis, 1/13/20 CPA Library proposed ADA article, SB TM Act BoS packet

Email, S. Raymond, 1/13/20 FY21 FinCom capital budget

Next Meeting:

Wednesday February 26, 2020

Respectfully submitted by Leah Hart

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of February 26, 2020  
Raytheon Room, Wayland Free Public Library, 8:15 a.m.**

Present: Aida. Gennis, Chair; Leah Hart (8:24), Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond  
Absent:

1. Public Comment: none

2. S. Hubbell moved to accept the Meeting Minutes of January 15, 2020, M. White seconded, minutes were unanimously approved, vote 5:0

3. Monthly Reports:

Circulation statistics and Financial reports were reviewed, spending is on track with the budgeted expenses with 64% of the year complete.

4. Directors performance evaluation: The review period is June 2019 - June 2020, which is consistent with the previous year's review period and the town process. S. Hubbell moved to accept the directors performance evaluation document with minor edits, L. Hart seconded, vote 6:0

5. Commission of Trust Funds meeting, update: A. Gennis met with Bartholomew & Co and the Commissioners of Trust Funds to request Trustees receive an annual accounting of interest accrued on the various accounts and the amount the Commissioners determine can be spent in the upcoming year. Also requested is clarification of the non-expendable amount of each fund.

6. Formation of a Library Foundation: A legal opinion on what can be done with 5 Concord Rd would help frame the discussion.

7. Trustees reviewed and discussed updating the Exhibits Policy and the Collection Development Policy. M. White moved to accept the updated Exhibits Policy, J. Dion second, vote 6:0. L. Hart moved to approve as amended the Collection Development Policy, S. Hubbell seconded, vote 6:0

8. C. Conery and Director Raymond will look into a possible speaker for the Gossels' programming and investigate the possibility of another local Library's interest in the same speaker on another day.

9. Friends Mini-Golf Fundraiser: The Friends are investigating a mini golf fundraiser which would happen in the Library, to raise funds for moveable shelving for the Childrens Room. The town of Littleton has had good success with this fundraiser.

10. ATM warrant article concerning the Library: There is an article for Community Preservation Act funding for ADA modifications at the Library. Select Board/Town Manager Act: the Library continues to operate under several sections of Ch. 78.

11. MacMillan Publishing announced that it will place a new purchasing embargo on eLending as of November 1, 2019, allowing libraries to purchase only a single copy of a MacMillan ebook in the first eight weeks of release, regardless of demand or the size of the Library's service area. In protest, a number of Libraries have decided to boycott MacMillan ebooks. Director Raymond recommends Wayland participate in the boycott. S. Hubbell moved to support the boycott of MacMillan ebooks, C. Conery seconded, vote 6:0

12 Trustee Reports and Concerns: none

13. Topics not reasonably anticipated by the Chair 48 hours in advance of meeting: S. Hubbell received an update from the Wayland Garden Club that work is progressing on the bronze statue of a young girl to be donated to the library and proposed to be located near the side entrance.

14: Adjourn 10:30

Documents for the Meeting:

Agenda for Meeting of February 26, 2020

Minutes of January 15, 2020

WFPL Director's Report February 26, 2020

Year to date Circulation Statistics

Year to date MUNIS budget report

Library Trust Funds summary

Review of Director Draft, Director Raymond Self Evaluation

Email, S. Raymond Collections Development Policy, Exhibits Policy

Email, S. Raymond Macmillan eBook Boycott

Email, S. Raymond FY2021 FinCom Capital Budget

Next meeting:

Wednesday March 18, 2020

Wednesday April 1, 2020

Respectfully submitted by Leah Hart

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of April 1, 2020  
Council on Aging, Wayland Town Building, 10:00 a.m.**

Present: Aida. Gennis, Chair; Leah Hart (10:06), Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond

Absent:

1. Public Comment: In compliance with the revised Open Meeting Law requirements, the meeting is live streamed on WayCAM, and public comment will be received by telephone at 508-358-6812 for the meeting. Tom Fay, Happy Hollow Rd, on behalf of the Board of Selectman, thanked the Board of Trustees, Chair Aida Gennis, Director Raymond and staff for their work now and in the weeks to come to provide continuity of library services. The services are important and social media channels, in addition to the Library website, will help get the word out to residents of available (online) Library services.

2. Louise Miller, Town Administrator, provided an update on COVID-19, the Town's response, and instructions on continuity of business for the Board. Yesterday Governor Baker extended the non essential business closures, and Stay-At-Home Advisory thru May 4, 2020. All non essential employees will transition to work remotely or if work can not be completed remotely, work duties will be reassigned. The Library building will remain closed until May 4th, or until such time as the Stay-At-Home order is lifted. Although the building remains closed, the need for Library services remains strong. Town residents are now at home and need activities and connections for social and emotional health and well being. The Library is charged with developing a response for continuity of services while the building remains closed.

Town Administrator Miller shared news of Library staff and other Town Departments working collaboratively to produce true N95 respirator face masks using 3D printers provided by the Library and the School Department. L. Miller complimented Tyler Kenney, Reference Librarian/Computer Specialist for his exemplary work programing and operating the 3D printers.

3. Director Raymond provided the Library response for continuity of services: As part of the broader public health attempt to slow the spread of the COVID-19, the Library closed the doors at 5:00 p.m. on March 14, 2020. The Library staff have been working remotely and are adapting to the temporary building closure; they have a well developed a plan and are providing library services remotely for residents. Library departments are functioning and moving forward executing the plan. Director Raymond requests remote access to the phone system and call forwarding capability to provide reference services remotely. Wi-fi at the building is not functioning and requests it be restored. Wi-fi access is important to residents who do not have home

wi-fi, and although the building is closed, residents who depend on it can access it from the building parking lot, when the wifi is on. Director Raymond suggests the inclusion of the Library as a resource on the Town's Covid-19 Resource website. The Library website has been enhanced and will continue to be reviewed and updated regularly. The website calendar provides the hub for things to do. Information and links on how to access popular sites will be added. Youth Services and Adult Services departments have added numerous online offerings, such as story time, book clubs, and crafts and added links to other institutions' presentations. A Blog post and a banner was added to the website including information on how to get a new library card. Electronic online material has been in demand, therefore the Library has purchased additional electronic online material and decreased purchases of print material at this time.

4. No meeting minutes to approve.

5. Monthly reports: Financial/Statistical Reports, Director's Report, if available  
Statistical Reports: March 2020 print circulation statistics are very low due to the building's closure and the temporary stop of lending print material.

Financial: Expenses to date are on tract with the budget. Books and material print orders will be lessened and funds will be used for increased online resources at this time.

Director's Report: The Library Building closed to all at 5:00 p.m. March 14, 2020. Staff has access to Sierra, the integrated library software, to work remotely. Due to the shortage of N95 type respirator face masks, several Town Departments and Library staff are working collaboratively to produce plastic respirator masks, true N95 masks, using the Library's and the School's 3D printers. Tyler Kenney, Reference Librarian/Computer Specialist was complimented for his work. A well crafted Work-From-Home Plan was created with contributions from all departments with ideas and tasks to enhance services, organize, review, research, learn and plan ahead. Office Manager, Elizabeth Bradley has access to MUNIS, the town's accounting software to continue her work.

6.Trustees reports and concerns: A. Gennis noted the Library Director's collaborations with Town Administrator, and Town Departments to start production of the respirator masks and development of a work-from-home plan. The March 18, 2020 Trustee meeting was canceled due to the current stay-at-home order.

7. Topics not reasonably anticipated by the chair 48 hours in advance of meeting: Board consensus reached for A. Gennis, Chair and Director Raymond to discuss and communicate Library matters with Town Administrator.

8. Adjourn 10:45 a.m.

Documents for the Meeting:

Agenda for Meeting of April 1, 2020

WFPL Director's Report April 1, 2020

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Work-From-Home Plan in response to Covid-19  
Year to date Circulation Statistics  
Year to date MUNIS budget report

Next Meeting: April 22, 2020  
Respectfully submitted by Leah Hart

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of May 28, 2020  
Council on Aging, Wayland Town Building, 2:00 p.m.**

Present: Aida. Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond

Absent:

1. In Compliance with the revised Open Meeting Law requirements, we will Live Stream the meeting on WayCam. Public Comment will be received by phone at 508-358-6812 for this meeting. The phone number will be active during the Public Comment portion of the meeting, all questions will be addressed before the close of the meeting. Tom Fay, Board of Selectman said the Town Meeting date has been postponed; the Town anticipates operating with a 1/12<sup>th</sup> budget for each month until a Town Meeting is held and a new budget can be acted upon.

2. The previous Trustee meeting was on April 1, an April 22, 2020 meeting did not occur. M. White moved to accept the Meeting Minutes of February 26, 2020 with a minor edit and Meeting Minutes of April 1, 2020, S. Hubbell second, minutes were unanimously approved, vote 6:0.

3. Director Raymond summarized services in April and May and discussed the next phase of operation. While the physical building has been closed since the end of day on Saturday, March 14, staff has been working remotely and providing modified Library services to the public. During this emergency, Minuteman Library Network's interlibrary delivery system, Optima, has been and still is halted; there have been no loans or returns of materials. The book return bins are taped closed to prevent drop off of materials, patrons are asked to 'hang onto' their loaned materials, fines are waived. Digital materials are available for use and loan, virtual Adult and Youth programming of existing and new programs are available. Technical Services is processing orders and Administration is handling payroll.

New programming and services are available through Zoom, YouTube and Facebook Live for Adult and Youth programs, both live and recorded. The Library website has additional daily feeds of activities and resources for Adults and Youth; additional online ebooks and movies through Libby, Kanopy, and Hoopla have been purchased; and access is now provided by email or voicemail to a reference librarian.

Director Raymond noted that the wi-fi connection is weak outside the building. She has placed a hotspot on a window sill in the round room and wi-fi access is now available in the lower parking lot spots adjacent to the building. Patrons must use the hotspot passcode to access wi-fi, the code has been on the library website.

Based on Governor Baker's, the Town Administrator's, and the Health Department's guidance, and in conjunction with information from the MBLC, Director



Raymond prepared a Wayland Library Reopening Plan with 4 phases. Phase 1 of the reopening plan will begin June 1. Curb-side pickup of materials on hold from the Wayland Library will commence. Patrons may request materials online or by telephone call. Materials will be in paper bags with a patron's name on it and placed outside the building on a table in the covered vestibule by the parking lot entrance door. Pickup will be by appointment to maintain social distancing. Inter-library loans are still not available at this time. The book return will continue to be closed in June. A rotating small team of 3 staff at any one time will work at the Library to fill the loans. The Town will provide masks, gloves and disinfectant wipes. The building will have a regular cleaning schedule when staff is not onsite. The triggering event for Phase 2 of the Library's reopening is the resumption of the Minuteman Library Network delivery service. In Phase 2 the book return will open and a new system will be used to separate the incoming returns by cart load to allow 72 hours before processing. Reference services will be available by email, voicemail and some live calls. Virtual Adult and Youth programming will continue, the administration will pay invoices in addition to payroll. Staff will continue to work remotely.

Phase 3 and Phase 4 include a gradual reopening to the public of the Library. A more detailed plan will be developed. Adding plexiglass and partitions at service counters and work areas will be considered, as well as other methods to maintain physical distancing. Cleaning protocols will be posted and available with staff and the public. J. Dion moved to approve the Library Director's Phase 1 and Phase 2 plan, C. Conery seconded, vote, 6:0.

4. Trustees reports and concerns: Trustees want to keep the public informed of Library services through various means: print media, Library website, social media, the weekly All School eNewsletter, the Town Administrator's Covid-19 page and other means. The Library Monthly Newsletter as well as the weekly This Week @ the Library, or the Special Edition newsletters are useful tools to keep patrons informed about available material and services. There was a lag in these newsletters during May. Trustees would like and encourage these resources to continue to be used to report library news to the public.

The mail for the Library and the Friends is delivered to the Post Office and will be picked up by two designated staff members.

The Library website was developed, perhaps 6-7 years ago. The Director is encouraged to explore if another style of website would serve the library and the public better and should be considered by Trustees.

An update on the use of the 3D printers is due as well as informing the public on use and which agencies/ groups have benefitted from its production. The Town Administrator suggested a library staff member contact her for more information and that an information piece can appear on the Town website as well as the Library website.

The Annual Report is due September 30<sup>th</sup>, M. White offered to assist with drafting, A.Gennis offered to edit later drafts.

Director Raymond's June 2019-June 2020 evaluation: Trustees agreed to use the Town's form for a Non-Union Department Head's Performance Evaluation. Trustees will complete their forms by June 5, 2020.

The Library building cleaning protocols and safety recommendations will be established based on guidance from the Town and will be posted for staff and patron safety and information.

5. Topics not reasonably anticipated by the chair 48 hours in advance of the meeting.

6. Adjourn: 3:15

Documents for the Meeting:

Agenda for the Meeting of May 28, 2020

Minutes of February 26, 2020 and April 1, 2020

Year to date Circulation Statistics April and May

Year to date MUNIS budget report April and May

Wayland Library Reopening Plan

Director's Report 20200421

Email from SR 4/7/2020, Edible Boston mention of Library's Cookbook Club

Email from SR 4/9/2020, "Music as Sacred Space", mention of Ukulele Club

Email from SR 4/9/2020, WFPL update

Email from SR 4/10/2020, Facebook stats

Email from SR 4/30/2020, 20200430 Director's Update

Email from SR 5/5/2020 Overdrive Circulation numbers

Email from SR 5/21/2020 WFPL phased reopening plan

Email from SR 5/27/2020, Reminder: 20200528 BoLT agenda, with WFPL Reopening Phased Plan, Reopening details for Trustees

Next Meeting:

Wednesday, June 10, 2020, 9:00 a.m.

Respectfully submitted by Leah Hart

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of June 10, 2020  
Council on Aging, Wayland Town Building, 9:00 a.m.**

Present: Aida. Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond, Mary Antes, Board of Selectmen

Absent:

1. In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on WayCam. Public Comment was available by phone at 508-358-6812 for this meeting. The phone number was active during the full meeting and repeated during the Public Comment portion of the meeting. Any questions would be addressed before the close of the meeting.

2. The previous Trustee meeting was held on May 28, 2020. S. Hubbell moved to accept the Meeting Minutes of May 28, 2020. M. White seconded the motion. The Meeting Minutes of May 28, 2020, were unanimously approved with a roll call vote 6:0.

3. Trustees reviewed the financial and statistical reports. It was noted that no books had been checked out due to the COVID-19 emergency. However, there has been a significant increase in the use of online resources. Trustees reviewed the Director's Report. Dir. Raymond noted there is a town wide freeze on non-essential purchasing. L. Hart asked Director Raymond to include high level decision making in future reports. S. Hubbell agreed.

3. M. White was unable to collect all the feedback for Dir. Raymond's performance evaluation for June 29, 2019-June 28, 2020 in time for this Trustee meeting. A draft evaluation will be presented for discussion at the next Trustee meeting.

4. Based on Governor Baker's, the Town Administrator's, and the Health Department's guidance, and in conjunction with information from the MBLC, Director Raymond has begun Phase 1 of a four phase reopening of the Wayland Free Public Library.

Director Raymond summarized the beginning of curbside service, which started on Monday, June 1, 2020.

Patrons are now able to pick up materials that have been reserved (via phone or the library website) during one of three timeslots each day, Monday – Friday. Materials are being put in paper bags, labeled with the patron's name and placed outside the building on a table. Pickup is by appointment to maintain social distancing.

The Library is currently staffed by rotating small teams of three or four Library employees per shift to fill curbside orders. The Town has provided masks, gloves and disinfectant wipes to staff and the building is undergoing regular cleaning when staff is not onsite.

Director Raymond says the number one question from patrons is, "when can we return materials to the Library?" However, the Library is still unable to accept returns of materials at this time. The book return bins are taped closed to prevent drop off of materials, patrons are asked to 'hang onto' their loaned materials, fines are waived.

Live and recorded programming and services continue through Zoom, YouTube and Facebook Live for Adult and Youth programs. New at the Library: additional daily feeds of activities and resources for Adults and Youth on the website; additional online ebooks and movies through Libby, Kanopy, and Hoopla have been purchased; and access is now provided by email or voicemail to a reference librarian.

During the COVID-19 emergency, Minuteman Library Network's interlibrary delivery system, Optima, has been halted; Dir. Raymond explained this service should be coming back soon, which will trigger the beginning of Phase 2 of the Library's Reopening Plan. Once this service resumes the Wayland Free Public Library (WFPL) will be able to begin accepting returns.

In Phase 2, the book return will be opened and a new system will be used to separate the incoming returns by cartload to allow materials to sit a minimum 72 hours before processing. This 72-hour period is in keeping with discussions among library directors and the MBLC to allow remnants of the Covid-19 virus to expire before materials are processed. Dir. Raymond is considering waiting an additional 24 hours before processing materials. When asked where this storage of materials will be, Dir. Raymond stated the Raytheon Room, the Library's one public meeting room, will be repurposed for this staging and sorting of materials. Reference services will be available by email, voicemail and some live calls. Virtual Adult and Youth programming will continue, and the administration will pay invoices in addition to payroll. Some staff will continue to work remotely.

Phase 3 and Phase 4 include a gradual reopening to the public of the Library. A more detailed plan is being developed.

Contact Tracing: A. Gennis asked whether any policy changes or additions will be needed to deal with contact tracing, and asked what the MBLC stance on contract tracing of patrons is once the building is open to the public. Dir. Raymond stated all open Wayland town buildings are now requiring staff to fill out contact tracing forms daily which are then collected by the town on a weekly basis.

5. Gossels' Program: In light of current events, the death of George Floyd and other Black Americans, A. Gennis stated she appreciated the Adult and Youth book lists recently provided about racism and Black Lives Matter content and suggested a Gossels' virtual diversity program/s be developed. A. Gennis asked Trustees to develop a statement against racism and in-

equality, affirming the lives of Black Americans, and stating that the Library is a resource for information to learn and better understand the history and present reality of racism. Director Raymond stated she will post a statement drafted by Trustees.

A. Gennis and C. Conery will draft a statement for Trustees review.

6. Strategic Plan: Due to the demands of reopening the Library for curbside pickup, Director Raymond has not had the opportunity to work on the Strategic Plan, but will prepare something for Trustees review before the next meeting.

7. 3D printers: Director Raymond has reached out to Louise Miller, Town Administrator, for information, but has yet to receive any.

8. Public Comment: A. Gennis repeated the phone number for members of the public to use. There was no public comment during the meeting.

9. Trustees reports and concerns: J. Dion noted the Library garden is looking beautiful. S. Hubbell noted 30,000 sunflower seed packets have been rescued by a town resident who would like to donate these to the Library. Director Raymond will contact other libraries offering seed packets. A. Gennis suggested including seed packets in curbside pickup bags for children, perhaps with directions to grow a sunflower house. The seeds in the packets will last two years. J. Dion recommends this as a catalyst for the Wayland Free Public Library to start a seed library.

10. Topics not reasonably anticipated by the chair 48 hours in advance of the meeting: none.

11. Adjourn: 10:05 a.m. by unanimous vote. Motion to adjourn made by Leah Hart, second by Sarah Hubble.

#### Documents for the Meeting:

Agenda for the Meeting of June 10, 2020

Draft Minutes of May 28, 2020

#### Library Budget Reports:

Summary Reports for Trustees as of 20200604

Summary Reports Other for Trustees as of 20200604

Team 2.jpeg (photo of library curbside team)

SMR Self-Evaluation 2020628.pdf

Director's Report 20200610

Email from SR 5/29/2020, Contact Tracing

Email from SR 5/29/2020, Library News

Email from M. White 6/1/2020, Library Director Performance Evaluation

Email from SR 6/1/2020, An update from the trenches

Email from SR 6/1/2020, Head's up: Contact tracing in the library environment

Email from SR 6/1/2020, Missive from the trenches: 74+ patrons served  
Email from SR 6/3/2020 Sorry, hit send by accident  
Email from SR 6/4/2020 Library Director Raymond's Self evaluation  
Email from SR 6/5/2020, 20200610 BoLT agenda  
Email from SR 6/5/2020, 158+ patrons served this week

Next Meeting:

Wednesday, July 22, 2020, 9:00 a.m.

Respectfully submitted by Courtney Conery

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of June 16, 2020  
Council on Aging, Wayland Town Building, 2:00 p.m.**

Present: Aida. Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond, Tom Fay, BoS

Absent:

1. Public Comment: none.

In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on WayCam. Public Comment was available by phone at 508-358-6812 for this meeting. The phone number was active during the full meeting and repeated during the Public Comment portion of the meeting. All questions would be addressed before the close of the meeting.

The previous Trustee meeting was on June 10, 2020.

2. Discussed proposed statement by the Trustees re: racism and inequality, vote the question of approval of statement.

A. Gennis directed the Trustees and Director Raymond to the WFPL Black Lives Matter Draft Statement. C. Conery provided an overview of the statement. Trustees discussed dissemination of and action items for the statement. A. Gennis stated this topic is timely for a Gossels' program and Gossels' series, as well as a theme for a 2021 Wayland Reads.

A. Gennis stated signatories should include the director and staff, Dir. Raymond agreed.

J. Dion motioned to approve the statement provided two typos were corrected;  
S. Hubbell seconded; roll call vote 6:0 in favor.

Statement as voted:

"The Wayland Free Public Library recognizes the hurt, anger, sadness and fear many are feeling in light of the ongoing violence against Black people, and especially following the recent deaths of George Floyd, Breonna Taylor, and Ahmaud Arbery.

Some members of our community have come together to protest against this ongoing violence and the inequities faced by Black Americans. These stem from structural racism and systemic inequality in our nation.

The Wayland Free Public Library stands in solidarity with all who condemn racism and work for racial justice. We believe that Black Lives Matter. We unequivocally reject hate, racism and bigotry of any kind, and have zero tolerance for these in our building or on our social media presence.

We believe knowledge and information lead to understanding and empathy and ultimately a just solution. Our staff is here to support your quest for knowledge. We have prepared booklists and resources to help you better understand the history and present reality of racism in this country in order to start important conversations on this critical subject.

{INSERT BOOKLISTS FOR ADULTS, TEENS, and KIDS}

In peace,

Sandra M. Raymond, Director of the Wayland Free Public Library

The Staff of the Wayland Free Public Library

The Board of Library Trustees of the Wayland Free Public Library"

Dissemination of the statement through media channels including: Library's weekly (Special Edition) and monthly eNewsletters, Town Crier, Wayland eNews, Wayland Weekly Buzz, Facebook, Twitter, Instagram, and others.

Action items: placing statement on the website's front-page Blog to remain there; dedicated webpage for statement, resources on website; developing resource lists, updating periodically, for adults, teens, children; programs and discussions for each age group;

3. Trustees reports and concerns: A. Gennis was able to obtain an update on the use of the Library's 3D printers by the town to manufacture Personal Protective Equipment (N95 respirator masks, face shields) for COVID-19 first responders, and others in health care delivery. C. Conery to draft updates/posts for the library's newsletter, blog, and social media channels to share the 3D printer update with patrons.

4. Topics not reasonably anticipated by the chair 48 hours in advance of the meeting: none.

5. Adjourn: 2:55

Documents for the Meeting:

Agenda for the Meeting of June 16, 2020

WFPL BLM statement DRAFT for Review\_6.11.2020

MBLC statement 06.09.2020

ALA statement 06.01.2020

Email from SR 6/10/2020, "and now for something completely different"

Next Meeting: Wednesday, July 22, 2020, 9:00 a.m.



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Respectfully submitted by Courtney Conery

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of July 22, 2020  
School Committee Room, Wayland Town Building, 9:00 a.m.**

Present: Aida. Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond, Youth Services Director Pam McCuen, Reference Librarian Courtney Michael

Absent: none

**\*\*\* In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on WayCam. Public Comment was available by phone at 508-358-6814 for this meeting. The phone number was active during the full meeting and repeated during the Public Comment portion of the meeting. Any questions would be addressed before the close of the meeting. \*\*\***

1. The previous Trustee meetings were held on June 10, 2020 and June 16, 2020. L. Hart moved to accept the Meeting Minutes of June 10, 2020 and June 16, 2020. S. Hubbell seconded the motion. The Meeting Minutes of June 10, 2020 and June 16, 2020, were unanimously approved with a roll call vote 6:0.

2. Monthly Reports: Financial/Statistical Reports, Director's Report.

Regarding the financial reports, J. Dion asked if it is typical to have spent 7.9% of the salary budget when only 4% of fiscal year has passed? S. Raymond says it will even out as year goes on, but will check with Elizabeth Bradley, Library Office Manager.

Circulation stats showed use of e-resources Overdrive and Hoopla was level with June. Loan of physical materials, begun in June, is very impressive with a record number of materials checked out (1,966 items) due solely to curbside pick-up (668 curbside orders filled). L. Hart commended S. Raymond and her team for doing such a great job with curbside pick up.

Dir Report: Trustees reviewed the Director's Report. J. Dion noted she received sunflower seeds when she picked up books curbside and wondered if the Library has planted any of the seeds that were donated to the Library. S. Raymond said the Library has not planted seeds, because they have been waiting for Department of Public Works to do landscaping work. S. Hubbell noted that she has communicated with DPW and has learned they will begin major Library landscape work in July/Aug. S. Hubbell would like the overgrown landscaping side entrance door to be pruned by DPW, and for a paved sidewalk to be installed between the staff entrance door and side entrance door to encourage people to not walk in the parking lot. DPW work is scheduled for late July and should take about a week to complete. S. Raymond says the part of lawn they'll be working on is adjacent to where curbside pick-up is happening, so she is working with DPW to determine where the Library can set up curbside services while the work is completed. No other questions or comments on the Director's Report.

3. Director evaluation, discuss, vote the question of approval.

Trustees received Dir. Raymond's performance evaluation at the beginning of the meeting. M. White met with S. Raymond to review the evaluation prior to the meeting. M. White explained the review represented an average of scores for each category followed by a collection of comments from Trustees. A. Gennis thanked Sandy for her weekly email updates, as they help keep the Trustees informed on day-to-day functioning of the Library, town happenings and what other libraries are doing. She asked they be continued.

S. Hubbell moved to vote to approve Dir. Raymond's performance evaluation. L. Hart seconded. Vote 6:0. S. Raymond thanked Trustees for the review.

4. Contracts for Library operations, discuss, vote the question of approval.

S. Hubbell moved to vote to approve the annual contract with Minuteman Library Network. This fee is based on size of town, the cost is non-negotiable. Second by M. White. Vote unanimously approved, 6:0.

5. Library Response to Covid-19: Phase 1, 2 updates including: demand for materials, patron pickup of materials, operations within the building, communication

A. Gennis asked if the Library is using laundry hampers to receive returns, and if the materials sit in hampers until they are finished quarantining? S. Raymond says yes, bins are stored in the Raytheon room for 72 hours. A. Gennis noted recent research on how long the COVID-19 virus survives on materials that are commonly handled in archives, libraries, and museums (the [Re-opening Archives, Libraries, and Museums \(REALM\) Project](#), by OCLC, the Institute of Museum and Library Services, and Battelle) showed many items need to sit for 4 days to eliminate coronavirus on materials. A. Gennis asked S. Raymond to review study to determine if Wayland should lengthen quarantine time of returned materials.

A. Gennis asked why Library hours have been extended. S. Raymond says it allows more staff members in the building spread out over more time.

S. Raymond says MBLC is still not recommending contact tracing for patrons coming into the building, she is working to greater clarity on this issue. S. Raymond noted that some area libraries are moving to Phase 3 of opening, but stressed that Wayland was not ready to welcome the public back into the building. S. Raymond noted that most libraries which are opening have larger open spaces and do not have the architectural obstacles facing WFPL. S. Raymond is watching how peer libraries are handling opening to the public and is working on a plan to get patrons back into the building.

A. Gennis said S. Raymond should coordinate with Facilities, Health Department and Human Resources to determine how to open the building safely, and obtain any materials need to do so safely.

6. Discuss and possibly vote on purchase of air purifiers

S. Raymond has seen a consistent recommendation from CDC on use of HEPA and UV air filters for interior public spaces. Staff is attributing physical complaints to poor air quality. Opening windows in summer months causes the AC unit to work overtime letting moisture into stacks, and is not a solution to this concern. S. Raymond has asked the Town for air purifiers, she understands the Town questions their efficacy.

The Town Administrator asking requested Trustees not to vote before being informed of Town efforts to improve air quality at Town buildings including the library.

S. Hubbell and L. Hart said if this issue was tabled it needs to be a top priority for the town. J. Dion was concerned about employees working in the Library and asked what employees can do in the meantime. Employees may contact HR.

M. White agreed this issue can't slip through the cracks. J. Dion noted how, sadly, this is a problem that would have been solved by having a newer building.

S. Raymond will table issue and will meet with Ben Keefe, Public Facilities Director, the Town Administrator and A. Gennis.

## 7. Gossels' & Black Lives Matter Programing

A. Gennis thanked Library staff for highlighting BLM post in spotlight box on website home page. C. Conery asked if that post could please be pinned indefinitely to the spotlight box. S. Raymond says they will work to make that happen.

Courtney Michael says she's working on a possible Gossels' program with author Debby Irving of "Waking Up White" who will co-present with, Shay Stewart-Bouley, a person of color. C. Michael to get cost and scope of program for Trustees vote.

Youth Services Director, Pam McCuen, is developing BLM programing for children in addition to a parenting workshop. P. McCuen also discussed the "Mind in the Making Grant" recently awarded for Youth Services. A. Gennis asked what the Grant will accomplish and the award amount. P. McCuen stated it is for activities and structures for creative exploration to be located in the Children's Room. It does not fund construction, nor remodeling. The Grant is just under \$10,000.

8. Website: A. Gennis noted several Trustees have asked about the Library website, given that the website, and Library social channels are currently the only way for patrons to interact with the Library. The current site is 5 years old. A. Gennis asked: is our current website serving our purpose now that 80-90 percent of Library services are exclusively offered online? A. Gennis suggested consideration of a dedicated staff person to handle website and Library social media channels. She asked whether it could be one FT employee or 2 part time employees and be a remote job.

S. Raymond says this is not a good time for her to take on new website project. While S. Raymond used to manage the website, as of very recently, the responsibility is split among five staff persons to populate it. S. Raymond noted this project could possibly begin in the spring.

J. Dion and C. Conery both voiced support for a new site and offered to take on looking into potential design firms. M. White agreed work should begin on a new website but that curbside and Library operations should remain the priority.

## 9. Strategic Plan FY21-25 discussion tabled due to time constraints

10. Public Comment: A. Gennis repeated the phone number for members of the public to use. There was no public comment during the meeting.

11. Trustees reports and concerns: None.

12. Topics not reasonably anticipated by the chair 48 hours in advance of the meeting: None.

13. Adjourn: 11:05 a.m. by unanimous vote. Motion to adjourn made by L. Hart, second by M. White. S. Hubbell left the meeting at 10:55 am.

## **Documents for the Meeting:**

Agenda for the Meeting of July 22, 2020

Draft Minutes of June 10, 2020 and June 16, 2020

Final Draft 2020 Review Sandy Raymond

Library Budget Reports:

Summary Reports for Trustees as of 20200715

Summary Reports Other for Trustees as of 20200715  
20200722 Director's Report  
The WFPL Response to COVID-19  
Email from SR 6/17/2020, Fwd: Kids & Teens Summer Reading Program  
Email from SR 6/22/2020, A brief update  
Email from AG 6/22/2020, Video of Face Shield printing using Library's Ender  
IMG\_6422 Face Shield.MOV  
Email from AG 6/22/2020, Face mask printing with Library's Lulzbot printer  
IMG\_6428 Face Mask.MOV  
Email from SR 6/23/2020, 1 more item  
Email from SR 6/25/2020, Thank you for attending magic show + mini magic booklet  
Email from SR 6/29/2020, Fwd: Clarification  
Email from SR 7/1/2020 A message from the trenches (Update)  
Email from SR 7/13/2020 A Director's Update, if you will 20200713  
Email from SR 7/14/2020, Praise shared...  
Email from SR 7/15/2020, [welstaff] Reopening Update and Training  
Email from SR 7/16/2020, 20200722 BoLT agenda  
Email from SR 7/17/2020, 20200722 BoLT backgrounders, Part I (of II)  
Email from SR 7/17/2020, THIS JUST IN: Some well deserved very good news!  
Wayland.docx  
Email from SR 7/21/2020, 20200722 BoLT supporting documentation Pt 2 of 2  
FY21 MLN Contract  
Request to Purchase Air Purifiers for Library.docx  
20200720\_BLMGosselsPlanning  
FY2021 Action Plan with achievements

**Next Meeting:**

Wednesday, August 19, 2020, 9:00 a.m.

Respectfully submitted by Courtney Conery

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of August 19, 2020  
School Committee Room, Wayland Town Building, 9:00 a.m.**

Present: Aida Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White,  
Library Director Sandy Raymond,  
Absent: Sarah Hubbell

**\*\*\* In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on WayCam. Public Comment was available by phone at 508-358-6814 for this meeting. The phone number was active during the full meeting and repeated during the Public Comment portion of the meeting. Any questions would be addressed before the close of the meeting. \*\*\***

1. Public Comment: None

2. The previous Trustee meeting was held on July 22, 2020. Trustees discussed how to quantify the number of items being lent via curbside pickups for the minutes of the July 22 meeting. C. Conery to work with S. Raymond to obtain circulation numbers.

3. Monthly Reports: Financial/Statistical Reports, Director's Report.

A. Gennis waiting for account information and expendable amounts for FY21 from the Commission of Trust Funds. No questions from Trustees on status of funds. C. Conery asked about employees listed in the report who were getting paid but not currently working. S. Raymond reported that the Town Human Resources Department is working to correct the matter.

A new fiscal year has begun, there has been no Town Meeting to authorize a new budget for the Town. The Town's budget is now on a month to month basis, reflecting the same month one year ago, A. Gennis asked if expenditures of this month, comparable to last year's, are being paid. S. Raymond said invoices are not being paid, except for contracted services.

Dir Report: A. Gennis asked total amount won by Mind in the Making Grant and congratulated P. McCuen for submitting the Library for the award. J. Dion asked S. Raymond how she feels about progress made on goals. S. Raymond says she feels great, considering circumstances. J. Dion asked if there are any goals or objectives she'd like to move to the 2021 plan. S. Raymond said anything having to do with the physical building.

A. Gennis would like MJ Wright, Bibliographic Librarian, to come to the next Trustee meeting to provide an update on the collection development policy and CAGE contents of historical materials; would like to hear more about plans for the Children's room redesign; suggests S. Raymond now develop a tech librarian position since staffing is shifting due to COVID-19 and the website and support is critical to library services.

4. Library Response to COVID-19

S. Raymond reported she's working on a plan for the public returning to the building, but doesn't have a proposed opening date. A. Gennis and the Town Administrator spoke regarding the HVAC for the library. All the town's HVAC systems will be cleaned, repaired, and re-tested to evaluate the highest level of fil-

tration each system can hold. The Town will then determine what, if anything, needs to be replaced. The Town will also test quality of air in this and all Town buildings. S. Raymond reported she borrowed an air quality test through MLN. The quality levels reported by the test were acceptable to the Public Facilities Director.

A. Gennis reminded S. Raymond that she should work with Wayland BOH and the Town Administrator's office to determine re-opening plans, and that the Trustees need to vote to re-open the building to the public. Trustees do not expect S. Raymond to determine plan on her own, and are not pressuring her to open building until a plan can be presented that demonstrates safety to staff and the public.

The Town Administrator is concerned about ventilation and proximity of patrons in the lower level, should it be proposed to be open to the public as well as use of the undersized elevator. A. Gennis mentioned that a new updated REALM report states the virus lingers on slick surfaces, and encourages Trustees to read the report. Sandy said they are quarantining materials for a minimum of 84 hours, but it's often longer.

A. Gennis reported that Natick and Lincoln have opened their libraries to the public. S. Raymond says she is watching Lincoln closely because their building is similar to Wayland's. S. Raymond has requested from Facilities: three plexiglass screens for the service areas, a tent should curbside pickup need to be relocated. J. Dion has been to the Natick library, and says the stacks have been re-arranged and materials have been moved so public can access many materials, although parts of this library are still closed to the public. J. Dion noted Wayland is limited by our building, and unfortunately, we do not have enough space to do what Natick has done. J. Dion asked if Wayland could set up tent with materials for public to browse? S. Raymond liked the idea but cautioned it would be labor intensive.

A. Gennis suggested Trustees tour the Library building to see the challenges to reopening to the public, and the large effort going into curbside delivery of materials.

A. Gennis asked how many staff are no longer employed due to COVID. S. Raymond reported two-part timers, two circulation workers, and pages, in addition to those who only work on Sundays.

#### 5. Library Reports, discuss drafts: Annual Report for ToW, ARIS report for MBLC

Judy D. had a few edits to Annual Report. Sandy R. asked for help summarizing library services and closing due to COVID. Judy D. volunteered to work with her to edit the report.

ARIS report: A. Gennis mentioned that material holdings decreased because materials were removed to develop the teen space, yet total holdings hasn't decreased much. S. Raymond says this is because the Library purchases new materials constantly. A. Gennis reminded Trustees the report's data will be added to the state database. S. Raymond pointed out that the use of electronic collection number significantly decreased because prior year number was based on usage of database for entire state, not just Wayland. A. Gennis sign the ARIS report.

#### 6. Gossels' and BLM programming update, discuss, possible vote for funds

C. Conery asked how much money from the Gossels' fund can be used for the BLM programing. A. Gennis said Commission of Trust Funds has calculated \$1,371.32 can be spent in FY21.

C. Michaels presented programing costs for two events: *Tell Me the Truth: Exploring the Heart of Cross-Racial Conversations with Debby Irving and Shay Stewart-Bouley* and *Parenting for Social Justice through Co-Constructive, Race-Conscious Reading* with a total budget for both events of \$4,489. C.

Michaels recommended removing advertising costs of \$648 from the proposed budget as the Library has successfully promoted events through free channels and she did not think paid advertising was necessary.

C. Conery made a motion to vote to partially fund the Debby Irving event with \$1,371.32 from the Gossels Fund, with the projected balance needed for both events, up to \$2,250, coming from the Millennium Fund. M White seconded the motion. Vote: 6:0.A

#### 8. Annual Town Meeting articles affecting WFPL

A. Gennis reported the Town Manager Act is being postponed, and that the Library has been asked to pass over CPA funds for limited ADA improvements to Library building because the town is concerned they do not have the staff to address the work to be done. Trustees came to consensus that they'd like the Library Article to stay on the Warrant for town meeting, and will ask for advice to make this an expedited article. J. Dion asked to have a break down of costs available to the public before the town meeting so that voters can be aware of costs.

#### 9. Trustees reports and concerns

A. Gennis says MBLC is working on a strategic plan and that she has been asked to serve on the focus group. The Mass Public Library Construction Program is now offering podcasts. A. Gennis was contacted to appear on the podcast to discuss Wayland's experience with this program. A. Gennis was asked if it would've helped if the construction program was on a 4-5 year cycle, and A. Gennis said it would have helped Wayland. A. Gennis reported that Governor Baker has not signed bond bill for \$15 million, which would have funded all library building projects on the wait list. There are currently no plans for a new round of state funding for library buildings.

#### 10. Discussion of website improvement options

S. Raymond said our hosting platform is antiquated, and slow. Stirling, the company who designed the website in 2015, said they will transfer the current site to new hosting site free of charge. Stirling says \$500-\$800 to go through site and remove phantom pages and increase speed of website.

J. Dion thinks the current website needs to be evaluated by library staff and trustees to see what is working and what is not, and that the site should load better on mobile devices. L. Hart agrees with making website mobile friendly.

S. Raymond's primary concern with website is speed, Trustees concerns are streamlining content.

S. Raymond suggests Trustees approve spending \$500-\$800 with Stirling to have them clean up the website. but does not have the staff to work on a new website now. A. Gennis says S. Raymond to put vote to spend funds on next month's agenda.

S. Raymond, J. Dion and C. Conery will speak with Stirling about next steps.

#### 11. Topics not anticipated by chair: None.

#### 12. Adjourn 10:59

Motion to adjourn J. Dion, seconded by L. Heart. Vote 6:0.

#### **Documents for the Meeting:**



Agenda for the Meeting of August 19, 2020  
Draft Minutes of July 22 Meeting  
Harvard-Healthy-Buildings-Program-Schools-For-Health-Reopening-Covid 19-June2020.pdf  
Trustees Circ Stats FY20.xlsx  
Trustees Circ Stats FY21.xlsx  
Landscaping1.JPG  
Landscaping2.JPG  
Landscaping3.JPG  
Landscaping4.JPG  
Library Budget Reports:  
    Summary Reports for Trustees as of 20200813  
    Summary Reports Other for Trustees as of 20200813  
20200819 dr.pdf  
State of WFPL response to COVID-19 and looking forward.pdf  
FY2020 Annual Report 1<sup>st</sup> DRAFT for editing.docx  
Strategic Plan FINAL\_Updated 20191212.pdf  
FY2021 Action Plan with achievements.docx  
GosselsRequest20200819.pdf  
2021 ARIS Report.pdf  
Cage Shelf List 2.xlsx  
FY2020 Action Plan with accomplishments.docx  
Email from SR 7/22/2020, Guidelines from Harvard School of Public Health on opening schools safely  
Email from SR 7/22/2020, A statement from Lexington's Cary Library Director  
Email from SR 7/22/2020, Circ Stats back to Excel docs!  
Email from SR 7/23/2020, Re: Circ Stats back to Excel docs!  
Email from SR 7/24/2020, Children, cover your eyes!  
Email from SR 7/27/2020, 20200318 BoLT Agenda  
Email from SR 7/29/2020, Update: air purifier conversation with Town Administrator  
Email from AG 7/30/2020, WFPL— FYI — Board of Selectmen Statement on Racism | Wayland  
Email from EB, 8/14/2020, Library Budget Reports - 8/19/20 Meeting  
Email from SR 8/17/2020, 20200819 BoLT supporting documentation  
Email from SH 8/17/2020, Re: 20200819 BoLT supporting documentation  
Email from SRH 8/18/2020, Resend of FY21 July Circ  
Email from JD 8/18/2020, Library Website Design  
Email from SR 8/18/2020, Fwd: Cage Collection  
Email from SR 8/18/2020, the best laid Action Plans  
Email from AG 8/19/2020, REALM Project: Test 3 Results  
Email from SR 8/19/2020, Fwd: Trustees meeting today

**Next Meeting:**

Wednesday, September 16, 2020, 9:00 a.m.

Respectfully submitted by Courtney Conery

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of September 2, 2020  
Council on Aging, Wayland Town Building, 9:00 a.m.**

Present: Aida. Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond,

**\*\*\* In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on WayCam. Public Comment was available by phone at 508-358-6812 for this meeting. The phone number was active during the full meeting and repeated during the Public Comment portion of the meeting. Any questions would be addressed before the close of the meeting. \*\*\***

Meeting started at 9:06, however, was not streaming live on Waycam until 9:12, due to technical difficulties. The entire meeting was recorded and is available for viewing on Waycam.

1. Public Comment: Aida, we received word that Ken Issacson, a man who has worked and news of Town official events to the public through a cable program he developed, the Wayland Buzz, passed away this weekend. Ken will be remembered for his even hand, his interest in providing a venue for Boards to appear on the Buzz, and his very kind nature. He will be very missed. Aida will write a letter of sympathy on behalf of the Library Trustees and send to his family.

2. Review and approval of meeting minutes: None to review and approve, will review and approve at next meeting.

3. Monthly Reports: Financial/Statistical Reports, Director's Report. Will pass over and discuss at our next meeting on Sept. 30.

4. Annual Report: S. Hubbell noted that if circulation numbers are adjusted for closure, FY 2020 was on par with FY2019. A. Gennis noted that fines collected from Library are down. Motion to approve Annual Report made by S. Hubbell, seconded by L. Hart. Vote: 6:0 to accept annual report.

5. Library Response to COVID-19, update, discuss timeline for moving forward. L. Hart asked whether a video doorbell system can monitor the parking lot entrance. A. Gennis suggested using front door as entrance so staff at the Reference Desk could easily see patrons approaching. S. Hubbell asked about opening the stacks. Dir. Raymond. says they will open stacks after opening computers, but opening stacks will displace two staff members and the curbside staging area. A. Gennis noted patrons must be made aware bathrooms will not be available. C. Conery noted parents may visit with children, the reservation system must be able to account for listing multiple people. A. Gennis noted Goodnow Library in Sudbury is having pop up library events in parking lot, and encouraged Dir. Raymond that such events in Wayland could attract people back to the Library. Dir. Raymond has asked Asst. Dir. A. Moore to contact the Goodnow Library to discuss reopening plans. Dir. Raymond. says in order to provide outdoor pop up need to figure out how to check items out and how to protect staff.

J. Dion asked if Library could be open to public on October 1, if Trustees vote on September 30 to open. A. Gennis reminded Dir. Raymond to coordinate with facilities, BOH and town administrator offices on reopening plans.

Dir. Raymond noted all lights in library, with the exception of the pendant lights, have been replaced so it's much brighter in Library. HVAC tech was at Library yesterday assessing HVAC system.

A. Gennis asked if any trustee is able to work on reopening plans with Dir. Raymond. J.Dion and S. Hubbell volunteered, hoping the Library can open as soon as Trustees approve reopening plan, no earlier than Oct. 1.

6. Trustees reports and concerns. Trustees reminded to file an annual open meeting law certificate with town clerk. Town Meeting is September 12 and possibly September 13. Article 15, of concern to Library: ADA compliance for the building entrance and emergency exit. A. Gennis asked if anyone could speak to the article at the League of Women Voters Issues Forum, no Trustee is available.

BLM, Debby Irving event is scheduled. Racial Equity Study Group, a 7 week program run by Reference Librarian C.Michael is scheduled. Trustees should promote both of these events. A. Gennis asked Dir. Raymond to send the weekly column about Library happenings that runs in the *Wayland Town Crier* to Trustees.

Website redesign: C. Conery reported that she, J. Dion, and Dir. Raymond were planning a call with Stirling Technologies, the website designer, to discuss options for a website update.

7. Public Comment: None

8. Topics not anticipated by chair.

8. Adjourn 9:57

Motion to adjourn S. Hubbell seconded C. Conery, 6:0 vote to adjourn.

**Documents for the Meeting:**

Agenda for the Meeting of September 2, 2020

FY2020 Annual Report FINAL.pdf

Trustees Circ Stats FY21.xlsx

Circ Value since 20200616.pdf

1month value.pdf

0910\_RacialEquityStudyFlyer.pdf

0930\_GosselsFlyer.pdf

Email from SR 8/20/2020, The value of a library

Email from AG 8/25/2020, WFPL – update re: September Trustee meetings

Email from AG 8/27/2020, WFPL – Sept 2<sup>nd</sup> meeting – timing is off for later items

Email from AG 8/31/2020, Re: WFPL – update on the update for September Trustee meeting

Email from SRH 9/1/2020, FY21 August 2020 Circ Stats

Email from AG 9/1/2020, WFPL – Discussion series & Sept. 30 speakers

Email from AG 9/1/2020, WFPL – Fwd: Libraries Working Towards Social Justice

Email from AG 9/1/2020, Fwd: Goodnow Library goodNEWSLETTER

**Next Meeting:**

Wednesday, September 30, 2020, 9:00 a.m.

Respectfully submitted by Courtney Conery

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of October 7, 2020  
Council on Aging, Wayland Town Building, 9:00 a.m.**

Present: Aida. Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond,

**\*\*\* In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on Zoom and, in some instances, on WayCAM. No in-person attendance of members of the public was permitted. The Zoom meeting was available by a link and password on the published Agenda. Public Comment was available by a 'hand raise' on Zoom. Any questions would be addressed before the close of the meeting. \*\*\***

The following members were present and participated remotely, all votes were by Roll Call: Aida. Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, and Library Director Sandy Raymond.

1. Public Comment: A. Gennis thanked C. Michaels and S. Raymond for their work to organize the virtual Black Lives Matter program on September 30: *Tell Me the Truth: Exploring the Heart of Cross-Racial Conversations with Debby Irving and Shay Stewart-Bouley*. The two women spoke for an hour about current race relations in our country, touching on current events, in a very thought provoking and well attended Zoom program. S. Raymond thanked the Town for making the Zoom possible and Trustees for funding the event through the Gossels' and Millennium Funds.

A.Gennis reminded Trustees the "For Freedoms" lawn signs project, inspired by the "For Freedoms 50 State Initiative," organized by Youth Services Director Pam McCuen, will happen shortly. Teens can share their hopes, written on lawn signs, completing the prompts: "Freedom for..." "Freedom of..." or "Freedom from...". These will be located on the Library's front lawn.

2. CAGE Materials, review: Will discuss at a future meeting, since MJ Wright, Bibliographic Librarian was not able to attend.

3. ESL trainer \$600, Vote the question of payment: The cost of the ESL trainer's work is shared with The Friends. The Library's half of the cost is \$600. Virginia Steele, ESL Trainer, presented an invoice to the Library for a training in Feb-April 2019. M. White moved to vote \$600 from The Millennium Fund to pay the invoice. S. Hubbell seconded the motion, which passed with a 6:0 vote.

4. Review and approval of meeting minutes: L. Hart moved to approve the July 22, 2020 minutes. S. Hubbell seconded the motion. Trustees voted 6:0 to approve the minutes.

S. Raymond asked for two changes to the August 19, 2020 minutes: to correctly state that S. Raymond had borrowed, not purchased, an air quality test from another library in the Minuteman Library Network; and that the funding sources and amounts for the BLM programming in section 6 of the draft minutes be stated more specifically. S. Hubbell moved to approve the minutes with proposed changes as recorded and read to Trustees by C. Conery. M. White seconded the motion. Trustees voted 6:0 to approve the minutes.

M. White moved to approve the September 2, 2020 minutes. L. Hart seconded the motion. Trustees voted to approve the minutes 6:0.

5. Monthly Reports: Financial/Statistical Reports, Director's Report.

Trustees will now receive the total number of curbside pickups (number of bags of books) per month in the circulation report. There has been a steady increase in physical items circulating from July (5,835), to August (7,125), to September (7,941). There has been a decline in Overdrive use during this time (electronic materials). A. Gennis noted that our funds are doing quite well, and 24% of fiscal year is complete. No questions on expenditures of funds.

Director's Report: S. Raymond reported that an exterminator visited the Library to address a "mouse presence." Since his visit, the number of mice seen has significantly decreased. The exterminator will be back for a second visit. Trustees M. White and S. Hubbell each saw mice while at library.

HVAC Report: A. Gennis asked whether a report was received evaluating the Library's HVAC. S. Raymond hasn't seen a report, she will follow up with Louise Miller, TA.

J. Dion asked it be noted in today's minutes and in the next Director's Report that 2020 Annual Town Meeting approved Article 15 for ADA Improvements at the Library. Sixty thousand dollars (\$60,000) of Community Preservation Act funds were authorized to modify the side entrance door to the Library and the emergency exit in the North Wing for ADA compliance.

6. Library Response to Covid-19, including progress on reopening plan, communication, and staffing: A. Gennis thanked S. Raymond, S. Hubbell and J. Dion for their work on this draft plan. She reminded Trustees that Gov. Baker's guidance for reopening libraries must be adhered to, and the plan must be reviewed by the Town Administrator, the Town of Wayland's Health Department, and Facilities. Guidance from MBLC and Mass. Libraries Network must also be considered.

As of October 5<sup>th</sup>, Gov. Baker is allowing some communities with low incidence rates of COVID to move to Phase 3 Step 2 of his Reopening Massachusetts Plan which would allow a greater number of visitors into the library. Although Wayland fits this category, S. Raymond stated the Town Administrator, prefers Wayland stay at Phase III, Step I. A. Gennis noted that when the TA moves the Town to the next Step, the Library does not have to move to Phase III, Step II until ready and we will look to S. Raymond for guidance at that time. S. Raymond noted while the current plan starts at Phase III, Step I, the WFPL has a history of moving quickly, and that she will work to expand access to the building beyond the initial opening. S. Raymond added that her staff has been studying curbside times, and would move to open more browsing times as quickly as is possible and safe to do so.

J. Dion asked why curbside and browsing aren't offered at same time. S. Raymond said access and egress to the building and the pick-up spot for curbside delivery bags happen in a tight space because of the layout of the building and parking lot. J. Dion was concerned that there are few and limited browsing times for patrons.

S. Hubbell stated that curbside is working so well, that the Library should continue focusing on curbside. J. Dion stated the future reopening steps should be present in the plan. S. Raymond prefers at this time to not add steps following the initial reopening.

On page 2's chart of Library operating hours and activities, S. Raymond will add 2 evenings for extended hours of curbside pick-up from 4:15-7:45pm. Two other evenings are for patron browsing appointments. There are no patron browsing appointments on Friday afternoon, the Library closes at 5 pm. S. Raymond would like to expand Saturday's curbside pick-up hours if custodial and library staff can be arranged.

A. Gennis walked Trustees through the Reopening Plan and reminded all that masks must be worn by all patrons and staff while in the building. If a patron cannot or will not wear a mask, they will be offered a

reasonable accommodation of curbside pick-up. The Library will be collecting visitor info for contact tracing, which the Governor's Guidance requires. It will be held and then shredded, after four weeks. A cleaning and disinfecting log will be maintained. Relevant health information and safety measures will be posted. The Governor's Checklist for reopening libraries will be followed.

Trustees asked S. Raymond to provide information to gauge how the reopening is going. L. Hart asked for a brief, weekly update on progress. M. White asked for demographics of those using in person browsing. A. Gennis asked to track attendance at each time slot during the in-person visits.

S. Raymond noted that we need to be able to address the needs of parents with children more as we reopen, parents with children have been the biggest users of the pop-up library events.

A. Gennis asked if selected teen materials will be moved to the main floor for browsing and to consider if and when patrons can be allowed to access the new teen area.

A. Gennis asked if there are supplies or materials such as more ChromeBooks or hotspots for which S. Raymond sees a need. S. Raymond says the hotspots need to be acquired in conjunction with a service, but in terms of laptops, they are monitoring to see if additional computers need to be purchased.

S. Raymond added the Town is providing masks, cleaning and disinfecting supplies.

L. Hart made a motion to approve the Reopening Plan with the minor edits discussed to the schedule. S. Hubbell, seconded the motion. Trustees voted unanimously 6:0 vote to approve the Plan as modified and authorized S. Raymond to seek review by other Town Boards and the TA.

A. Gennis, J. Dion and C. Conery asked what the next steps are for reopening. S. Raymond said she still needs plexi-glass and stickers on floor for distancing. S. Raymond will need to check in with the Wayland Health Dept., Town Administrator and Facilities to get their approval on the reopening plan approved by the Trustees and bring it back to the Trustees for any modifications beyond what is approved. S. Raymond will aim to reopen library on Tuesday, October 13, or as soon as she can obtain sign off from the necessary town departments.

7. Holiday Closings for 2020. Discussion of Columbus Day and changing it to Indigenous People's Day on the Library calendar. Will be discussed at a future meeting.

8. Election of Board Officers: A. Gennis reviewed description of officer positions, which were shared with Trustees in advance of meeting. C. Conery made a motion to keep current officers in current positions. Trustees discussed rotation of Trustees among positions as well as remaining as is; new perspectives with transitions; work and time commitments; knowledge and experience of Library history and projects; knowledge of town projects, processes and boards. M. White made a motion to keep board officers in current positions. J. Dion seconded the motion. Trustees voted 6:0 in favor of electing A. Gennis as Chair, L. Hart as Vice Chair, J. Dion as Secretary.

J. Dion congratulated A. Gennis and L. Hart on their re-election wins now that Town Meeting has passed and the election results from the spring are official. A. Gennis thanked all Trustees for their service and hopes that Trustees can all have an in person meeting soon, socially distanced of course, perhaps in the Library parking lot. M. White asked how we could meet outdoors given open meeting laws. A. Gennis noted that we post an agenda with the location of the meeting as the WFPL parking lot.

9. Trustee reports and concerns: A. Gennis reported newly elected Selectman, Dave Watkins, will be the BoS liaison to the Library and has sent him information and encouraged him to meet with S. Raymond and tour the Library. The Town Election will be on May 11, 2021. Town Meeting has been scheduled for Saturday, May 15, continuing into Sun., Mon., and Tues. if needed.

10. Topics not anticipated by chair: None

11. Adjourn: Motion to adjourn M. White seconded S. Hubbell, 6:0 vote to adjourn.

**Documents for the Meeting:**

Agenda for the Meeting of October 7, 2020  
Summary Reports for Trustees as of 20200925.pdf  
Summary Reports Other for Trustees as of 2020920  
20200930 BoLT Agenda.pdf  
Plan for the Cage Collection.docx  
Cage Shelf List potential withdrawals highlighted.xls  
20200930 dr.pdf  
WFPL Phase 3 Details\_Final\_Draft 20200925. Pdf  
2021 Holiday Closings.doc  
WFPL COVID Staffing Issues.pdf  
WFPL Board of Libraray Trustees bylaws 03.21.07.doc  
Governance\_guidelines BoS 05.14.19.pdf  
20200930\_bolt\_agenda.pdf  
20201007 BoLT Agenda – REVISED.pdf  
Ginny Steel Bill WPL 2019-1.docx  
20201007 dr.pdf  
Indigenous Peoples'Day.pdf  
Phase 3 Final Draft 20200925.pdf  
Trustees Circ Stats FY21.xlsx  
Phase 3 DRAFT for Trustee discussion.docx  
Email from SRH 9/2/2020, Re: FY21 August 2020 Circ Stats  
Email from SR 9/14/2020, Good news! Book returns  
Email from SR 9/15/2020, PARKING LOT POPUP: NEW DVDS!  
Email from SR 9/18/2020, no subject  
Email from AG 9/22/2020, WFPL — scheduling reminder NEXT WED., Sept. 30th Trustee Meeting  
Email from LH 9/23/2020, Tell Me the Truth: Exploring the Heart of Cross-Racial Conversations  
Email from SR 9/25/2020, 20200930 BoLT agenda and supporting documenttion  
Email from AG 9/28/2020, WFPL - trustee meeting Wed. Sept 30 @ 9.a.m.  
Email from AG 9/29/2020, WFPL - reschedule Trustee meeting to Wed. Oct. 7th @ 9 a.m.  
Email from SR 9/29/2020, An apology  
Email from SR 9/30/2020, Reminder: Program tonight!  
Email from CC 9/30/2020, Kudos to Courtney  
Email from SR 10/01/2020, Library popup!  
Email from SR 10/01/2020, 20201007 BoLT agenda and supporting documentati  
Email from SR 10/02/2020, WFPL Phase 3: final draft  
Email from SRH 10/05/2020, September 2020 Circ Stats FY21  
Email from SR 10/06/2020, Phase 3 for Trustees discussion

**Next Meeting:**

Wednesday, October 21, 2020, 9:00 a.m.

Respectfully submitted by Courtney Conery

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of October 21, 2020  
Council on Aging, Wayland Town Building, 9:00 a.m.**

**\*\*\* In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on Zoom and, in some instances, on WayCAM. No in-person attendance of members of the public was permitted. The Zoom meeting was available by a link and password on the published Agenda. Public Comment was available by a 'hand raise' on Zoom. Any questions would be addressed before the close of the meeting. \*\*\***

The following members were present and participated remotely, all votes were by Roll Call: Aida Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, and Library Director Sandy Raymond.

1. Public Comment: Jim Corrigan, 358 Old Connecticut Path, proposed Trustees explore using the vacant space once occupied by Whole Foods on Rt. 20 as a future home for the Library. A. Gennis noted that the board can put this issue on a future agenda for discussion, and that the Mass. Board of Library Commissioners does not see another round of funding for new libraries in the near future due to the impact of COVID on the State budget, among other things. L. Hart, C. Conery and S. Hubbell all supported having this item on a future agenda. It will be on the November agenda.

2. Review and approval of meeting minutes: S. Hubbell made a motion to approve the October 7 minutes; J. Dion seconded. Vote: 6:0 to approve minutes.

3. CAGE Materials, review: MJ Wright, Bibliographic Librarian, provided Trustees with overview of the Historical Materials collection. Through a grant, she has worked with the Roving Archivist who has assisted reviewing the inventory and identifying materials which may be suggested for deaccessioning. In accordance with the Library's Collections policy, items that can be easily found in other locations, are not Wayland specific, and/or are duplicates may be considered for removal from the collection. Ms Wright plans to display some items (i.e. Lydia Maria Child materials), and agrees it makes sense to limit the items in the collection to be specific to Wayland, and Sudbury since they were initially one town, and that cannot be found elsewhere. J. Dion asked how patrons are aware of items in the CAGE collection. MJ Wright noted that all items are catalogued in the Minuteman Library Network, but says the Library should look for ways to promote items from the collection to patrons via social media channels, newsletters, etc. A. Gennis suggested promoting these materials to scholars/ genealogists/ historians.

4. Monthly Reports: Financial/Statistical Reports, Director's Report. A. Gennis noted that staff should take advantage of the training budget. S. Raymond noted she recently had an inquiry on a training from a staff member and would move that forward. C. Conery asked if the Library currently has heat. S. Raymond said not today, but that she has been told it will be fixed this week. S. Raymond noted that she did not yet have key cards in hand. Trustees asked about the mice in the building. S. Raymond says the situation has improved, and the exterminator will follow up.

5. Library Response to Covid-19, including progress on Reopening Plan, communication to public, staffing, possible vote to reaffirm Plan. The Reopening Plan has been reviewed by the Town Administrator, Health Department & Facilities Department. Wayland's Fire Chief visited the Library and directed that the curbside pick-up table cannot block the side entrance door, and this door must remain unlocked while the building is open to the public. A. Gennis asked if the age at which children may visit the Library unattended has changed. J. Dion noted that the Library policy is children under 10 must be accompanied by an



adult. S. Raymond will update re-opening plan to mirror this policy. L. Hart asked if S. Raymond anticipated needing any additional changes such as to curbside pickup with the weather getting colder. S. Raymond felt the library has already addressed many anticipated needs for winter, including getting new vertical outdoor shelving to replace the table for curbside pickups. The shelving fits under the side entrance overhang keeping materials out of the weather. S. Raymond is working to get a doorbell installed so staff will know when patrons are entering the building. L. Hart suggested putting a sign on sidewalk noting that the Library is now open by appointment only.

M. White asked what it is like to have patrons back in the building. S. Raymond said it's been a slow start, but that it is giving staff time to adjust to the presence of patrons. She is considering making the teen loft available and expanding browsing hours. J. Dion encouraged S. Raymond to investigate the booking software system, as it currently does not clearly show the last appointment. S. Raymond is looking into other reservation software systems. Since the Library door may not be locked, L. Hart said S. Raymond should edit the first bullet on page 2 of the reopening plan to reflect this fact.

S. Raymond says while the Library is waiting for plexiglass dividers for staff stations, it is still borrowing plexiglass dividers from the Town Building purchased for the election. The Town has purchased six plexiglass dividers for the Library that will hopefully arrive before the November 3 elections. A. Gennis asked if the HVAC system will be re-examined. S. Raymond is not aware, but will look into it.

L. Hart moved to approve the revised Reopening Plan. C. Conery seconded. Vote: 6:0 in favor of Plan.

A. Gennis noted that L. Hart has asked for weekly reports on progress of the reopening. M. White would like demographics included in those reports, A. Gennis asked for attendance numbers at the different days and times.

6. Action Plan FY22 review: C. Conery asked if staff is evaluating programing on an ongoing basis. S. Raymond says staff is. L. Hart asked that several sections in the Plan be more developed, such as expanding the Objective of increasing accessibility to include broader ADA improvements, not limited to mobility. L. Hart asked that the Actions for integrating the entire library communications, outreach, and advertising systems/channels be developed more broadly. A. Gennis suggested this is an opportunity to create a staff position responsible for coordinating communications on the Library website and social media channels. A. Gennis recommended that S. Raymond look at getting funding through the capital budget for a consultant to evaluate the building, within its walls, with safety and distancing in mind to better serve patrons and staff, especially post-Covid. S. Raymond agreed and will make edits requested by Trustees that will be reviewed again at the November Trustee meeting before being submitted to the MBLC.

7. ATM article 15, ADA improvements to the side public entrance and emergency exit, discuss other capital concerns. These Library ADA upgrades will be delayed due to Covid-19. Other Library items passed at earlier ATMs and still awaiting implementation include 2016 ATM vote to connect the Library to the wastewater system at the Town Center, as well as an earlier approval to fund new phones.

8. Board Governance annual review: Trustee, Director roles: A. Gennis reviewed roles and responsibilities of Trustees and Library Director as outlined in Mass. General Laws c. 78 and in the MBLC Handbook. S. Hubbell noted that she thought it important to review roles and responsibilities, and she believes the role of Trustees is to support S. Raymond and her staff. S. Raymond asked Trustees to please direct any inquires to staff through her.

9. Trustee reports and concerns: J. Dion asked about an email shared with Trustees by S. Raymond regarding a resident concerned that the Library is offering too many "progressive" programs. S. Raymond

does not believe the complaint merits a response. J. Dion noted that all Library programming is offered in accordance with our Mission Statement, Black Lives Matter statement and ALA Bill of Rights.

A. Gennis reported that she is on the Board of the Wayland Museum & Historical Society, and shared that the museum will be hosting a virtual Holiday Open House this year, should the Library wish to participate in some way. S. Raymond to discuss with P. McCuen, Youth Services Director. S. Hubbell will check whether The Friends will be doing anything.

10. Topics not anticipated by chair 48 hrs in advance of meeting: none.

11. Adjourn: C. Conery made a motion to adjourn S. Hubbell seconded. 6:0 vote to adjourn.

**Documents for the Meeting:**

20201021 BoLT Agenda.pdf

Plan for the Cage Collection.docx

Cage Shelf List potential withdrawals highlighted.xls

WFPL Reopening Plan to vote 20201021.docx

Strategic Plan FINAL\_Updated 20191212.pdf

FY2022 Action Plan.docx

2020 warrant Article 15.pdf

2018-handbook.pdf

Summary Reports for Trustees as of 20201015.pdf

Summary Reports Other for Trustees as of 20201015.pdf

20201021 dr.pdf

Email from SR 10/07/2020, An interesting read

Email from SR 10/16/2020, WFPL reopening status on the DL

Email from LH, 10/217/2020, Fw: Proposal

Email from SR 10/19/2020, Fwd: Complaint about latest WPL programing

Email from SR 10/20/2020, Fwd: bookmatch

Email from SR 10/20/2020, Late breaking Director's Report 2020102 dr

**Next Meeting:**

Wednesday, November 18, 2020, 9:00 a.m.

Respectfully submitted by Courtney Conery

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of November 18, 2020 Council on  
Aging, Wayland Town Building, 9:00 a.m.**

**\*\*\* In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on Zoom and, in some instances, on WayCAM. No in-person attendance of members of the public was permitted. The Zoom meeting was available by a link and password on the published Agenda. Public Comment was available by a 'hand raise' on Zoom. Any questions would be addressed before the close of the meeting. \*\*\***

The following members were present and participated remotely, all votes were by Roll Call: Aida Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond, and WFPL Office Manager Elizabeth Bradley

1. Public Comment: none.
2. Review and approval of meeting minutes: M. White made a motion to approve the October 21, 2020 minutes; S. Hubbell seconded. Vote: 6:0 to approve minutes.
3. Monthly Reports: Financial/Statistical Reports, Director's Report. A. Gennis thanked Elizabeth Bradley for noting that Covid safety and cleaning supplies were paid through the town by the CARES Act. No further questions or comments on financials.

S. Raymond reported that 8800 items circulated this past month, showing an increase over the past month. Curbside pick ups have also increased and S. Raymond noted that items going out have been increasing month over month since the summer. L. Hart asked if heat has been restored in the building; S. Raymond said it had. S. Hubbell noted she was happy with a library promo video shared by S. Raymond. S. Raymond noted that a staff person, Mikaela Michalopoulos, put the video together after seeing something similar from another library. J. Dion asked that Mikaela join a future meeting. A. Gennis asked when WFPL Reference/Computer Specialist, Tyler Kenney, would be returning to the library full time. He is still helping the Town with technology. S. Raymond said she expects him to start spending more time at the library very soon as he will provide coverage for library staff taking vacation time around the upcoming holidays. Tech issues are taking longer to resolve with him offsite.

4. Vote the question of payment: 1. ESL trainer Virginia Steele presented an invoice for \$1,200 for two training sessions: spring training: \$600 to Virginia Steele; fall training: \$300 to Virginia Steele, \$300 to Jane Albert; 2. Mass Library Trustee Assoc. (MLTA) annual dues \$100. S. Hubbell made a motion to pay the ESL trainers a total of \$1,200 from The Millennium Fund with \$900 payable to Virginia Steele, \$300 payable to Jane Albert, L. Hart seconded. Vote 6:0 to approve these payments from The Millennium Fund. C. Conery moved to pay the annual dues to the MLTA of \$100 from The Millennium Fund. L. Hart seconded. Vote 6:0 to approve payment.
5. FY22 proposed Action Plan, review updates  
A. Gennis noted Trustees are listed as executors for a number of action items and asked S. Raymond how she envisions Trustees being involved. S. Raymond expects Trustees to provide support through ideas,

and assistance where needed. A. Gennis suggested S. Raymond keep Trustees informed of progress, but, S. Raymond must initiate request of Trustees for assistance, if they are able.

6. FY22 proposed Operating & Capital Budget, review, possible vote to approve:

Library is proposing two budgets: a level service budget as well as a reduced, but not level, funded budget. The Mass. Board of Library Commissioners require minimum annual appropriations to public libraries for each to qualify for state funding, among other things. This minimum requirement will not be met if a Level Funded budget is approved. The Library presents a reduced budget which will meet MBLC minimum appropriation requirements.

A. Gennis asked if staff would need be to be cut with this reduced budget. S. Raymond said staffing levels are so low right now that she did not see that as an issue. If the Town does not fund this reduced budget, staff training and equipment repairs will be cut, library hours of operation will likely be shortened. The budget documents were reviewed. A. Gennis noted several inconsistencies between documents, including the percentage of the library's municipal budget spent on books and materials. This materials line must be increased to meet the minimum State requirement of 16 percent. Also, the amount of the budget able to be cut without going below the MAR (Municipal Appropriation Requirement) which is the amount of funding required of the Town for the WFPL to receive State funding, is less than stated on both proposed budgets. C. Conery made a motion to approve the two proposed budget's with the noted corrections. L. Hart seconded. Vote to approve budgets 6:0.

Trustees reviewed the five year capital requests. A. Gennis suggested asking Public Facilities Director, Ben Keefe, when these items will be completed and if an outside vendor can be hired to complete these tasks if the town does not have the personnel to oversee and complete them this year. A. Gennis asked S. Raymond to request the ADA compliance work be more specific in the description of what work would be happening and when, for Trustees review. M. White motioned to approved the five year capital plan. S. Hubbell seconded. Vote to approve five year capital plan 6:0.

7. Library Response to Covid-19, including progress on reopening plan, in person attendance, communication to public, staff, curbside pickup: S. Raymond stated library is executing the approved plan and discussed attendance of in person appointments with Trustees. L. Hart asked S. Raymond to get more information about the HVAC system as it relates to COVID. Trustees asked S. Raymond whether she wants to increase the space open to the public within the building, additionally whether she would like to increase attendance capacity, if so, the Town Administrator should review any proposal and Trustees will consider and vote. Trustees approved the round room and part of the main floor circulation area be open to the public and that capacity be limited to 8 persons of the public at any appointment time. A. Gennis asked S. Raymond to consider both questions and bring a proposal to Trustees if she would like.

8. Discuss Library building concerns including: the building's spaces, users, considerations and possibilities for offsite services. A. Gennis said the building as it currently stands does not serve the public well since it, among other things, does not allow for adequate spacing of more than a few patrons at a time to maintain safe social distancing. A member of the public has suggested the old Whole Foods building as a potential library space or site . A. Gennis noted that there are many unknowns at the Whole Foods site, but if Trustees want to continue this discussion they could consider this site, as well as other existing vacant sites such as a vacant accountant's building in Cochrane, or vacant spaces at the Town Center. A. Gennis suggested hosting pop up events to explore people's interest for in-person small events. S. Hubbell noted that the owner of the Whole Foods space is Fresh Market, which is paying rent even

though they are not occupying the building. J. Dion noted most successful set up for a library is when the library location is a mixed-use location.

9. Trustee reports and concerns: A. Gennis reported that the MBLC has two grant programs now open that may be of interest: A Civic Hub Grant of \$7,500-\$10,000, to bring speakers, events, resources for developing community engagement; Protecting Priority Collections Grant \$6,000-\$7,000.

A. Gennis will share a recent email from a patron who asks Trustees to discuss a concern of his about a children's program and the Library's policies. This discussion will occur at the next Trustee meeting.

10. Topics not anticipated by chair 48 hrs in advance of meeting: none.

11. Adjourn: L. Hart made a motion to adjourn M. White seconded. 6:0 vote to adjourn.

**Documents for the Meeting:**

20201118 BoLT Agenda.pdf

Bill WPL 2020-2 split.docx

FY2022 Action Plan.docx

Bill WPL 2020-1.docx

20200115 dr.docx

20201118 dr.docx

Summary Reports for Trustees as of 20201113.pdf

Summary Reports Other for Trustees as of 20201109.pdf

Trustees Circ Stats FY21.xlsx

Fy22 operating & capital budgets guidelines.pdf

@FY2022 Library Budget Request-final draft.docx FY022

Library Budget Detail (Level Funding).xlsx

FY022 Library Budget Detail (Level Service).xlsx

FY2022 Explanatory Statement of Changes (Level Funding).xlsx

FY2022 Explanatory Statement of Changes (Level Service).xlsx

5-Year Capital Requests BK.xlsx

Historical MAR and TAMI Figures.xlsx

Email from SR 10/22/2020, Fwd: [waystaff] Another nice thank-you in Capira today

Email from SR 10/23/2020, 20201023 update (brief)

Email from SR 10/29/2020, So how is the browsing computer use going?

Email from SRH 11/04/2020, October 2020 Stats FY21 Email from

SR 11/06/2020, Update

Email from SR 11/09/2020, POPup!

Email from SR 11/09/2020, Positive Feedback

Email from SR 11/13/2020, 20201118 BoLT FY2022 Budget documentation

Email from EB 11/13/2020, Library Budget Reports

Email from AG 11/16/2020, WFPL — quorum check Trustee meeting Wed., Nov. 18th @ 9 a.m.

Email from SR 11/16/2020, Re: WFPL — quorum check Trustee meeting Wed., Nov. 18th @ 9 a.m.

Email from SR 11/16/2020, 20201118 BoLT agenda and supporting documents

Email from SR 11/16/2020, And now....The Director's Report

Email from SR 11/17/2020, 20201110 dr

**Next Meeting:**

Wednesday, December 16, 2020, 9:00 a.m.

Respectfully submitted by Courtney Conery

**Wayland Free Public Library  
Board of Library Trustees  
Meeting Minutes of December 16, 2020  
Council on Aging, Wayland Town Building, 9:00 a.m.**

**\*\*\* In Compliance with the revised Open Meeting Law requirements, the meeting was Live Streamed on Zoom and, in some instances, on WayCAM. No in-person attendance of members of the public was permitted. The Zoom meeting was available by a link and password on the published Agenda. Public Comment was available by a 'hand raise' on Zoom. Any questions would be addressed before the close of the meeting. \*\*\***

The following members were present and participated remotely; all votes were by Roll Call: Aida Gennis, Chair; Leah Hart, Courtney Conery, Judy Dion, Sarah Hubbell, Maureen White, Library Director Sandy Raymond.

1. Public Comment: none.

2. Review and approval of meeting minutes: C. Conery made a motion to approve the November 18, 2020 minutes; M. White seconded. Vote: 6:0 to approve minutes.

3. Monthly Reports: Financial/Statistical Reports, Director's Report. S. Raymond pointed out some good news: in July circulation was 68 percent lower than July 2019, by November circulation is recovering, down just 49 percent from November 2019. Overdrive and Hoopla continue to trend slightly downward, while check outs for physical materials are up, indicating patrons are demonstrating a preference for physical materials, primarily books. No questions or comments on the financial reports. A. Gennis noted that it is good the library is benefiting from CARES Act funds to pay for health and safety materials. A. Gennis asked if the library had applied for the Library Services and Technology Act (LSTA) Civic Hub grant which supports issue-oriented public programs and structured opportunities. S. Raymond stated the library may only apply for one grant in this cycle. MJ Wright, Bibliographic Librarian is applying for the Protecting Priority Collections grant to benefit the historical collection.

4. Vote the question of payment: 2 Ingram invoices \$368.03 and \$94.71 for young adult materials to be paid from the Swain Fund. M. White made a motion to pay both invoices through the Swain Fund S. Hubbell seconded. Vote 6:0 to approve payment.

5. Confirm 2021 Holiday Closings and BoLT meeting dates. S. Raymond will confirm whether the library will be closed on Friday, December 31, 2021 for New Year's Eve. Trustees agreed BoLT meetings will be planned for the third Wednesday of each month for the 2021 calendar year.

6. Discuss resident concerns about Social Justice Storytime. A. Gennis asked S. Raymond to provide an overview of Social Justice Storytime, how this program came to be, how materials are selected. S. Raymond spoke to the interest of staff in supporting discussions for families around these topics and support of the attendees for this programming, attendance is voluntary, pre-registration is required, caregivers are informed of the book selection prior to the storytime, caregivers must attend with the child. A. Gennis asked Trustees to speak to the concerns of the resident in light of the Library's Mission and collection development policy and program development.

C. Conery thanked S. Raymond and her staff for their work. L. Hart supports the program, saying that it's in alignment with our Mission and materials development policy. S. Hubbell and M. White also echoed support for S. Raymond's statement and that the programing is optional to patrons. J. Dion added that the

library is doing a very good job providing parents and caregivers with ample information about programming so that they can make educated decisions about attending programs. M. White noted that it's important for children to see themselves in books and other materials available at the library. After discussion, Trustees unanimously agreed to continue to support this Social Justice Storytime programming. A. Gennis will send a reply letter to the resident, that Trustees appreciated him reaching out so thoughtfully and discussed his concerns in light of the Library's Mission, policies, and programming.

7. Library Response to Covid-19, including status of services, staffing, programming, in person browsing and computer use, curbside pickup. S. Raymond reported that the Children's Room is exploring how to reach more families. At this time, attendance in the building is limited to 8 patrons in a limited space on the main floor at any one time. Having the public in the building in this limited manner is manageable. S. Raymond has explored opening the Children's Room, but is concerned maintaining safe social distancing between staff and patrons may not be possible, even if the Children's Room were open to one family at a time. S. Raymond noted that the library staff has appropriate Personal Protective Equipment for their work. S. Raymond provided an overview of other libraries' services and access to the public. Some libraries allow unfettered access to their buildings, some have closed access to the public, some have never allowed the public into their buildings. Eight peer libraries, have a plan similar to the WFPL with curbside hours and patron visit time slots (30 minutes by appointment).

S. Hubbell asked if back pay issues for five staff members have been resolved. S. Raymond says the Town is working to reconcile this issue and has been told the affected employees should see back pay included in their December 31, paycheck.

8. Discuss Library building concerns including: the building's spaces, uses, considerations and possibilities for offsite services, possible next steps. A. Gennis had a conversation with the Wayland Town Administrator and also with the Mass, Board of Library Commissioners (MBLC) construction specialists. MBLC construction specialists offered to attend a future Trustees meeting. Trustees are reminded there is no budget for offsite rental of space. Trustees discussed whether offsite events, such as popup events could occur at various locations in Town and their interest in exploring such, perhaps at empty storefronts or offices. Trustees are interested in such an exploration. A. Gennis will invite MBLC construction specialists to the January meeting and asked Trustees to provide any questions for MBLC construction specialists to S. Raymond via email. A. Gennis will inquire of the Town Administrator whether any offsite spaces may be available for pop-up events later in 2021, keeping in mind safety concerns during this ongoing pandemic.

9. Friends of the Wayland Public Library, update on operations. S. Hubbell, as current treasurer of the Friends of the Wayland Public Library, reported that The Friends are in arrears for tax filings for the past three years and cannot fundraise until this issue is resolved. S. Hubbell is working to resolve these issues. Deadline for filing to maintain tax exempt status is quickly approaching. In the meantime, the Friends is only able to provide about half the funding they normally do to the library.

10. Trustee reports and concerns. A. Gennis received information from Gretchen Schuler, chair of the Community Preservation Committee (CPC), asking whether the library will be installing interior storm windows in the round room with the funding allocated by Town Meeting. If the library does not install the interior storm windows, the funds need to be returned to the CPC. A. Gennis will add additional discussion on this issue to the next Trustee meeting.

11. Topics not anticipated by chair 48 hrs in advance of meeting: none.

11. Adjourn: L. Hart made a motion to adjourn C. Conery seconded. 6:0 vote to adjourn.

**Documents for the Meeting:**

20201216 BoLT Agenda.pdf  
20201216 dr.pdf  
Summary Reports for Trustees as of 20201211.pdf  
Trustees Circ Stats FY21.xlsx  
Collection Development.pdf  
Librarybillofrights.pdf  
Freedomtoreadstatement.pdf  
Freedom to view.pdf  
Request for Reconsideration 2020.pdf  
Swain Ingram Invoice #61811114.pdf  
Swain Ingram Invoice #61801928.pdf  
2021 Holiday Closings.doc  
Appointments by wee – Sheet1.pdf  
Staff hours owed.pdf  
Books for Social Justice Storytime.pdf

Email from SR 11/20/2020, Director's update  
Email from SR 11/25/2020, Director's update  
Email from SRH, 12/03/2020, November 2020 Circ Stats FY21  
Email from SR 12/04/2020, Director's update 20201204  
Email from SR 12/07/2020, 20201216 BoLT Supporting documentation for Social Justice Programming  
Email from SR 12/11/2020, 20201216 BoLT agenda and supporting documentation  
Email from SR 12/11/2020, 0201216 BoLT Director's Report  
Email from SR 12/11/2020, Re: 20201216 BoLT agenda and supporting documentation  
Email from AG 12/11/2020, WFPL - Fwd: Formal Complaint about library programing  
Email from AG 12/11/2020, WFPL - follow up email: Fwd: Formal Complaint about library programing  
Email from EB 12/14/2020, Library Budget Reports  
Email from SH 12/16/2020, Re: Nov 18 BoLT Minutes for Review  
Email from SR 12/16/2020, Fwd: Panelist for Board of Library Trustees - - 12.16.20 9:00AM  
Email from AG 12/16/2020, Fwd: Panelist for Board of Library Trustees - - 12.16.20 9:00AM  
Email from SR 12/16/2020, Fwd: 20201216 BoLT agenda and supporting documentation

**Next Meeting:**

Wednesday, January 20, 2020, 9:00 a.m.  
Respectfully submitted by Courtney Conery